

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES

DATE: APRIL 2, 2007

Committee Members Present:

Supervisors Kenny
 Belden
 Sheehan
 Bentley

Committee Member Absent:

Supervisor O'Connor

Others Present:

Pam Vogel, County Clerk
Jodi Ross, Deputy County Clerk
Hal Payne, Commissioner of Administrative & Fiscal
 Services
Joan Sady, Clerk of the Board
Todd Lunt, Human Resources Director
Charlene DiResta, Legislative Office Specialist

Mr. Kenny called the meeting to order at 11:17 a.m.

Motion was made by Mr. Sheehan, seconded by Mr. Belden and carried unanimously to approve the minutes from the previous meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pam Vogel, County Clerk.

Ms. Vogel complimented the department heads on the handling of the emergency that occurred last Tuesday. She noted that the Public Health Office and the County Clerk's Office had conducted business as usual on Wednesday. She added, telephones, fax and email were available to meet the needs of customers. She remarked that vendor services were responsive to the needs of the Department. She acknowledged there were no losses of electronic records or data due to the power outage.

Ms. Vogel apprised the Committee that there were losses in revenue, both in the Department of Motor Vehicles through registrations and licenses, and the County Clerk's Office through passports and pistol permits, due to the power outage. She stated that she would have additional information on the loss of revenue at the next Board Meeting. Joan Sady, Clerk of the Board, stated that the impact of Tuesday's emergency would be discussed further at the Department Head Meeting. Ms. Vogel complimented Sheriff Cleveland, on his helpfulness during the emergency.

Ms. Vogel informed the Committee the funds from the Records Management Grant of 2006 were not fully expended. She requested that the 2007 County Budget be amended to increase estimated revenues and appropriations in the amount of \$4,132.32 to appropriate the unused funds from 2006.

Motion was made by Mr. Bentley, seconded by Mr. Belden and carried unanimously to amend the 2007 County Budget to increase estimated revenues and appropriations in the amount of \$4,132.32 to reflect receipt of unexpended funds from the 2006 Records Management Grant Project and to forward the same to the Finance Committee. A copy of the resolution request is on file with the minutes.

Ms. Vogel informed the Committee that John Austin, Historian, was working with the County Clerk's Office. She stated Mr. Austin was inventorying the Historian's Office and that he was working well in that capacity.

Ms. Vogel reminded the Committee there had previously been a Records Advisory Board in place, due to a resolution in 1990. The Records Advisory Board, she continued, was made up of the Historian, the Records Manager and representatives from the Board of Supervisors. She suggested to the Committee that the Records Advisory Board be reactivated. Mrs. Sady stated that she would have to look at the original resolution and then bring recommendations back to the Committee.

Mr. Belden asked Ms. Vogel how long it had been since the Records Advisory Board was in place. Ms. Vogel answered approximately five years and that the Board had some difficulty finding times to meet that suited all members. Ms. Vogel indicated that she felt it would be good to revisit the concept of reinstating the Records Advisory Board and that they could meet a few times a year. Mr. Belden asked if the Committee needed a motion to reinstate the Board. Mrs. Sady said at this time the Committee was not ready to make Appointments. Ms. Vogel said she would review the Record Advisory Board appointments and submit recommendations to the Committee.

Ms. Vogel moved to the next item on the Agenda, requests to fill three vacant positions. She reported there were two vacant Motor Vehicle License Registration Clerk positions due to resignations. Ms. Vogel explained to the Committee, one of the Clerks had taken a grade eight position with the Department of Social Services and the other Clerk had taken a grade seven position as Senior Account Clerk with the Sheriff's Office. She stated that the third position was a Legal Recording Clerk with the County Clerk's Office, which was vacant due to a resignation.

Motion was made by Mr. Belden, seconded by Mr. Sheehan and carried unanimously approving the requests to fill the two vacant positions of Motor Vehicle License Registration Clerks, with the Department of Motor Vehicles and the vacant position of Legal Recording Clerk, with the County Clerk's Office, and to forward the same to the Personnel Committee. *Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.*

Mr. Belden asked if the Department was short-handed due to the resignations. Ms. Vogel affirmed, adding, the Department also had two employees out on bereavement and one employee out due to an illness in the family. She continued that today was the first day after the resignation of the DMV Clerk that had taken a position with the Sheriff's Office.

Ms. Vogel stated the Legal Recording Clerk position had an existing list of potential employees; however, the Motor Vehicle License Registration Clerk did not and would need to be announced. Hal Payne, Commissioner of Administrative and Fiscal Services, asked if the position needed to be advertised for fifteen days and the question was affirmed. Mr. Payne asked after the fifteen days, would it be possible to call the candidates on the Senior Account Clerk list to see if they would accept a position with the Department of Motor Vehicles. Ms. Vogel stated the Senior Account Clerk position was a grade seven, while the Motor Vehicle License Registration Clerk was a grade six position. She stated the Senior Account Clerk list would be a good start and thanked Mr. Payne for his suggestion.

Ms. Vogel asked if she needed to wait until after the Personnel Committee meeting to post for the Motor Vehicle Registration Clerk positions. Mrs. Sady affirmed. Mr. Payne asked why the positions could not be posted as of today. Mrs. Sady stated that Ms. Vogel could post a notice of anticipated openings.

Ms. Vogel stated that she did not yet have the results of the survey concerning the drive-thru window for the Department of Motor Vehicles. She stated that she hoped to have more details at the next meeting.

In answer to a question from Mr. Belden concerning overtime, Ms. Vogel stated that the Department of Motor Vehicles had no problems in that area. She continued, due to certain requirements in the County Clerk's Office, nine hours of overtime were used last week. She said that she would be keeping close track of the overtime used, to ensure that she stayed within the budget.

There being no further business, on motion by Mr. Belden and seconded by Mr. Bentley, Mr. Kenny adjourned the meeting at 11:43 p.m.

Respectfully submitted,

Charlene DiResta, Legislative Office Specialist